DD/S&T Registry No 4360-65

7 October 1965

MEMORANDUM FOR: Director of Central Intelligence

ATTENTION   : Executive Director-Comptroller

SUBJECT   : Policy on Agency Automatic Data Processing

1.   This memorandum contains a recommendation in paragraph 6 for the concurrence of the Executive Director-Comptroller and approval of the Director of Central Intelligence. It is submitted after prior discussion with the Executive Director-Comptroller

2.   In response to the request for a policy statement on ADP, a draft statement is attached. I have also attached a Mission and Function statement for OCS to coincide with the policy.

3   The proposed statement endorses neither full centralization at the CIA level nor full decentralization to the Directorates. It does a) freeze the number of computer centers at the present level of three (OCS, RID, and NPIC); b) it clearly establishes OCS as the Agency's central computing organization; c) it puts us in position for further centralization in the future if warranted; and d) it provides for Agency-wide ADP staff responsibility at the DCI level, as called for by BOB and Executive Department directives. As a minimum now, the proposed statement provides for hardware centralization in the Headquarters Building for DD/S, DD/S&T, and DD/I.

4   In spite of its being a sound middle-of-the-road position, I believe the policy statement will be unpopular in certain quarters. I feel, therefore, that you should be aware of the implications before the DCI places his signature on the line.

   A. DD/I has repeatedly stated its position in favor of
       wanting to upgrade its punched card facilities
       to computers in order to support Project CHIVE
       and other DD/I applications

Director of Central Intelligence

Interpretation of Policy:

The proposed policy would deny DD/I a
separate Computer Center. In this denial
is implied the gradual transfer of the man
and machine punched card resources from
OCR to OCS. On the other hand, for a
system as large as CHIVE, I think it will
prove advantageous to gradually transfer
CHIVE systems-design and programming
skills now in OCS to OCR.

B. DD/P and NPIC may object to any type of control from
above.

Interpretation of Policy:

According to Executive Department policy
guidelines, every agency Head is required
to effect ADP coordination, standardization,
and organizational consolidation where cost/
effectiveness gains can be achieved. Unless
the DCI were to seek an exception, DD/P
and NPIC must comply. Since both computer
installations remain under their local man-
agement control, I see no real interference
in their plans from the outside. The policy
statement places the onus on them to develop
their programs according to OCS standards.
Given the scarcity of technical talent in CIA,
DD/P and NPIC stand only to benefit from
this arrangement.

C. DD/S will, I think, find the policy statement fully acceptable,
but may ask for an interpretation with respect to the respon-
sibilities of the DD/S Support Systems Group.

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Director of Central Intelligence

Interpretation of Policy:

As I see it, the proposed policy would not
alter the status of the DD/S Support Systems
Group. That group would continue to function
as an information requirements mechanism
within DD/S, unless Bob Bannerman himself
wished to consider aligning it closely with
OCS.

5. Lacking a consensus, it is clear the proposed policy will
meet with resistance. A forceful decision at this time will mean
that you can anticipate an initial period requiring policy inter-
pretation and enforcement. Furthermore, by strengthening the
Agency's ADP posture, OCS is certain to request additional re-
sources in order to execute its responsibilities.

6. It is recommended that the Director issue the attached
CIA policy statement on Automatic Data Processing and authorize
the promulgation of the attached OCS Mission and Function state-
ment.

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ALBERT D. WHEELON
Deputy Director
for
Science and Technology

Attachments:
  Attachment A - CIA Policy Statement on ADP
  Attachment B - OCS Mission and Function Statement

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Director of Central Intelligence

CONCURRENCE:

_____   _____
Executive Director-Comptroller   Date

APPROVED:

The recommendation in paragraph 6 is approved.

_____   _____
Director of Central Intelligence   Date

Distribution:
    Original + 1 - Addressee
                1 - Executive Director-Comptroller
                1 - Executive Registry
                2 - DD/S&T Registry
                1 - DD/S&T Chrono
                1 - OCS File
                1 - OCS Chrono

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D R A F T

ATTACHMENT A

CIA Policy on Automatic Data Processing

Agency policy favors use of computer techniques wherever they can be effectively applied in support of CIA's mission. Computing services already touch all components of this Agency. During the next decade, a considerably expanded role for the computing function is judged certain to occur. Thus, effective development and management of this expanding element of the Agency's work is of critical concern. The following policy will govern the computing activity in CIA:

1. Director of Computer Services, DD/S&T, will serve as staff officer to the DCI on matters relating to Agency automatic data processing. He is assigned Agency-wide responsibility for establishing CIA automatic data processing policies and insuring the implementation of Federal automatic data processing directives.

2. The Office of Computer Services will provide a service of common concern for all Directorates of the Agency. This service shall include systems design, programming, and computer processing support.

3. CIA components will avoid creating separately operated computer facilities. Henceforth, computer requirements, to include the conversion of existing punched-card systems to computer processing, will be levied on the Office of Computer Services for support as appropriate.

CIA Policy On Automatic Data Processing

4. The presently established computer installations
at NPIC and RID will continue to function under
their respective managements, subject to the
policies contained herein and related procedures
as issued. In the years ahead, further consolida-
tion of CIA computer resources may prove advan-
tageous due to technological developments. To
prepare for this eventuality, and also to make
optimum use of the Agency's trained computer
personnel, computer managers at NPIC and RID
will standardize their software and hardware
systems, as far as practicable, with those estab-
lished by the Director of Computer Services.

W. F. RABORN
Director

ATTACHMENT B

OFFICE OF COMPUTER SERVICES

MISSION:

The Director for Computer Services is responsible for developing and operating a central computer services organization for CIA in support of requirements from any part of the Agency; providing policy, coordination, technical, and other support to automatic data processing activities in the Agency; consolidating and reporting information to Agency management on CIA's automatic data processing activities; and serving as the Agency's senior liaison point for automatic data processing matters with other Government and non-Government organizations. /The already established computer installations at NPIC and RID will continue to function under their respective managements, subject to applicable Agency policy and procedures./

FUNCTIONS:

The Director for Computer Services shall:

Office of Computer Services

a. Evaluate data processing requirements and provide appropriate computer support to Agency components.

b. Perform automatic data processing systems analysis and design in collaboration with affected Agency components.

c. Write or externally acquire computer programs as needed for mathematical, scientific, language processing, information handling, business or administrative applications, and other automatic data processing requirements.

d. Equip and operate the central Computer Center to perform a full range of computing applications.

e. Review all requests for purchase, lease, transfer, or disposal of automatic data processing equipment when costs of over $10,000/year are involved and make appropriate recommendations; maintain central records on the Agency's inventory of automatic data processing equipment, rental costs, utilization statistics and related data; prepare reports for Agency management on CIA automatic data processing activities.

f. Review all contracts of over $5,000/year for personal services, programming, computer processing, and for research

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Office of Computer Services

and development on equipment to support automatic data processing activities; when required, provide technical and administrative monitoring of such contracts.

g. In consultation with the Office of Training, provide or assist in developing training programs in data processing; serve as coordination point for CIA participation in external training in the automatic data processing field.

h. Act as the primary representative of the Agency on automatic data processing matters with other Government and non-Government organizations, as appropriate to the above mission.

i. Cooperate with the Office of Security, the Office of Communications, and members of the Intelligence Community in developing and effecting appropriate technical security measures for automatic data processing installations.